



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

PHONE (978) 640-4488

FAX (978) 360-4302

JOB POSTING

POSITION AVAILABLE: Sanitarian (Board of Health's Office)

QUALIFICATIONS: Shall hold at least a Bachelor of Science Degree with an area of concentration of public health, environmental health, biology, or other related science field. Preference will be given to candidates who are currently Registered Sanitarians and/or Certified Health Officers or shall become a Registered Sanitarian in the Commonwealth of Massachusetts. Shall have the following certifications or have the ability to obtain within 12 months of hire: approval by the DEP as a Soil Evaluator; Food Safety, Pool Operator, and other certificates that are required to perform inspections. Must possess a valid Driver's License and have a personal vehicle for transportation.

The Sanitarian is responsible for conducting public health inspections under the provisions of the state sanitary and environmental codes, providing assistance to residents in health related fields, performing animal quarantines, emergency preparedness, and assisting the Director of Public Health in the day to day operations of the Board of Health Office. The Sanitarian performs highly responsible work of a complex and technical nature which involves the exercise of judgment and initiative to ensure the enforcement of applicable codes and regulations to frequently changing conditions and problems.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

HOURLY RANGE: \$49,815 – 62,975

POSTING DATES: From: October 2, 2014
To: October 24, 2014

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources Department at the temporary Town Hall located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

BOARD OF HEALTH SANITARIAN JOB DESCRIPTION

SUMMARY:

The Sanitarian is responsible for conducting public health inspections under the provisions of the state sanitary and environmental codes, providing assistance to residents in health related fields, performing animal quarantines, emergency preparedness, and assisting the Director of Public Health in the day to day operations of the Board of Health Office, as approved by the Board of Health. The Sanitarian performs highly responsible work of a complex and technical nature which involves the exercise of judgment and initiative to ensure the enforcement of applicable codes and regulations to frequently changing conditions and problems.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Public Health or his/her designee.

SUPERVISION EXERCISED:

The Sanitarian will supervise temporary employees involved with environmental issues if so directed by the Director of Public Health.

QUALIFICATIONS:

1. Shall hold at least a Bachelor of Science Degree from an approved degree granting school, with an area of concentration of public health, environmental health, biology, or other related science field.
2. Shall be eligible to become a Registered Sanitarian in the Commonwealth of Massachusetts. Current Registered Sanitarians and/or Certified Health Officers are preferred.
3. Shall be approved by the Department of Environmental Protection as a Soil Evaluator, or shall obtain said approval within 12 months of hire.
4. Shall have the following certificates or shall obtain within 12 months of hire: Food Safety, Pool Operator and other certificates that are required to perform inspections.
5. Shall have knowledge of the Commonwealth's public health rules and regulations, and shall be capable of implementing them firmly, tactfully and impartially.
6. Shall hold a valid Massachusetts Driver's License and shall have a personal vehicle for transportation.
7. Shall be neat in appearance and shall be able to work with the general public and other town personnel.
8. Shall have the ability to communicate effectively, orally and in writing.
9. Shall have the skills to operate standard office equipment, other public health equipment including but not limited to stem thermometer, sight levels, and hand tools.
10. Knowledge of iPad based applications, computers, and Microsoft based programs.
11. Shall hold no felony convictions and may be subject to a criminal background check by the Tewksbury Police Department.
12. Ability to maintain the confidentiality of information.

**BOARD OF HEALTH SANITARIAN
JOB DESCRIPTION**

GENERAL DUTIES:

1. Is appointed by the Board of Health as its Agent, working under the general direction and supervision of the Director of Public Health.
2. In the absence of the Director, shall ensure that the day to day operations of the office continues.
3. Shall be familiar with the duties of the Director and be capable of assisting him/her in carrying them out.
4. Shall be familiar with all rules, regulations, and laws concerning the public and environmental health and animals in the Town of Tewksbury and the Commonwealth of Massachusetts

SPECIFIC DUTIES:

1. Shall perform or witness septic system soil evaluations and percolation tests as needed, and shall perform appropriate inspections of septic systems as required by state and local rules and regulations.
2. Shall assist the Director in reviewing and approving septic system plans for alterations and/or construction.
3. Shall assist the Director in reviewing and approving applications for alteration and/or construction of all establishments licensed by the Board, including but not limited to rest homes, day care centers, food service establishments, motels, hotels, public and semi-public swimming pools, animal housing, and facilities handling hazardous materials.
4. Shall perform inspections and take appropriate actions concerning all establishments licensed by the Board, including but not limited to rest homes, day care centers, food service establishments, housing stock, motels, hotels, public and semi-public swimming pools, animal housing, tanning facilities, recreational camps, and facilities handling hazardous materials.
5. Shall investigate and take actions relative to complaints of violations of local and state rules and regulations, and conduct general inspections in the interest of protecting the public and environmental health.
6. Shall assist the Director in reviewing site plans submitted by the public and other departments to verify compliance with applicable codes, and to provide such guidance as is required to prevent public health nuisances.
7. Shall assist the Director in rendering reports and recommendations to the Board and other officials in the interest of public health.
8. Shall assist the Director in administering all public health programs sponsored by the Board.
9. Shall serve as Deputy Animal Inspector
10. Shall have the ability to proceed with legal actions if necessary to ensure that the regulations and laws concerning the public and environmental health and animals in the Town of Tewksbury and the Commonwealth of Massachusetts are complied with.
11. Performs on-call duty in for public health and safety emergencies.
12. Assists with emergency preparedness as required including an on-call duty during disasters.
13. Shall perform any other duty as needed to protect the public and environmental health as needed and required by state and local rules, regulations, laws, and bylaws.

BOARD OF HEALTH SANITARIAN JOB DESCRIPTION

Working Conditions:

- Must have the ability to work indoors and outdoors
- Must have the ability to perform strenuous manual labor tasks as related to assigned responsibilities
- Must have good stamina and not tire easily; ability to lift, handle, and manipulate on occasion at least 50 lbs. normally less; ability to work under moderate noise levels; capable of prolonged repetitive bending from the waist, kneeling, crawling, and have sufficient hand and length strength.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE
BUT A GENERALIZATION OF THE DUTIES AND
RESPONSIBILITIES RELATED TO THE BOARD OF HEALTH.